



Sign Variance and Special Sign Permit Application

City of Irving Planning and Inspections Department

Select Application Type

Sign Variance (height, area, setback, and/or materials) Special Sign Permit (Digital Sign) Both

DESIGNATED PRIMARY CONTACT

(select ONE):

- Applicant
- Property Owner
- Sign Company

APPLICANT (Business)

Contact Name: _____
 Business Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____
 Signature: _____

PROPERTY OWNER

Contact Name: _____
 Business Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____
 Signature: _____

SIGN COMPANY

Contact Name: _____
 Business Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____
 Signature: _____

PROPERTY LOCATION

Address: _____
 Location on building (if applicable): _____

Submittal Checklist: Sign Variance

- Scaled drawing of the sign face and sign structure or building elevation, along with any landscaping to be at the base of the sign or other architectural enhancements
- Scaled site plan showing the location of the sign on the property
- Signed statement (attached)
- Letter stating how the proposed variance
 1. Does not violate the intent of Chapter 7
 2. Does not adversely affect surrounding properties
 3. Does not adversely affect public safety
 4. Is necessary due to special conditions unique to this applicant or property
- Specify the exact nature of the variance:

- Specify the portion of Chapter 7 (Signs) for which a variance is being requested:

Submittal Checklist: Special Sign Permit

- Scaled drawing of the sign face and sign structure or building elevation, along with any landscaping to be at the base of the sign or other architectural enhancements.
- Scaled site plan showing the location of the sign on the property
- Letter stating the reasons/justification for the special sign permit, including:
 1. A statement as to why a digital sign is needed
 2. A statement explaining how the digital sign is an enhancement over a non-digital sign to the rest of the community.
- The statements on the attached page shall be included on the sign drawing, or explain in a letter why such statements have not been included on the plan.

FOR OFFICE USE ONLY:

PermitTrak ID: _____
 Application Fee: _____
 Date: _____

Sign Variance:

The following shall be signed by the APPLICANT:

I, _____, understand that a variance to the height, area, setback, and/or material regulations as provided in Chapter 7 of the City of Irving Land Development Code shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely on economic gain or loss.

Signature: _____

Date: _____

Special Sign Permit (Digital Signs):

Place the following notes on the sign drawing submitted with this application. If the applicant does not agree to any of the following stipulations, explain in the letter submitted with this application why any of the following statements have not been included on the plan:

1. Per Section 7-3.1(b)(2), the sign:
 - A. Shall not display any illumination by flashing, intermittent or moving lights;
 - B. Shall not contain or display animated, moving video or scrolling elements;
 - C. Shall not project a static image upon a stationary object.
2. Per Section 7-3.1(b)(3), the digital sign face shall be visible from only one direction of traffic.
3. Per Section 7-3.1(b)(4), the sign:
 - A. Shall display each message a minimum of 8 seconds;
 - B. Shall accomplish a change of message within a maximum of 2 seconds.
4. Per Section 7-3.1(b)(5), a change of message must occur simultaneously on the entire sign face.
5. Per Section 7-3.1(b)(6), the sign shall contain a default design mechanism that freezes the sign in one position if a malfunction occurs.
6. Per Section 7-3.1(b)(7), the sign shall automatically adjust the intensity of its display brightness according to natural ambient light conditions.